

Senior Leadership Team – minutes

25 February 2019

Details of attendees are provided at the end of the minutes.

1. Introductions and apologies

Apologies for absence were received from Elizabeth Denham, Louise Byers, Simon McDougall, Andy White and Amanda Williams.

2. Matters arising from the previous meeting

Minutes

The minutes of the previous meeting were approved as an accurate record.

Actions and decisions

Chris Braithwaite explained that he had received due dates for most of the outstanding actions. With regard to business plan dependencies, he was working with Louise Byers to determine the format and due date.

3. Directorate Business Plans – Technology Policy and Innovation Executive Directorate

Peter Brown presented the Technology Policy Department Business Plan, setting out the achievements in the previous quarter, challenges in the previous quarter and plans for the next quarter.

Issue

SLT discussed the interaction between the technology hub and the Operations Executive Directorate. The hub would continue to support the work of the Executive Directorate, while also bringing benefits in the recruitment and retention of staff with technology expertise.

Actions

James Dipple-Johnstone to submit a report on the links between the technology hub and Operations Executive Directorate. Due date: 11/3/19

Issue

SLT noted the plans for technology training throughout the ICO and requested that a report be brought to SLT to set out the proposals.

Actions

Peter Brown (through Simon McDougall) to submit a report to SLT setting out the proposals for technology training of ICO staff. Due date: 25/3/19

Issue

SLT noted the report which set out the Innovation Department Business Plan. SLT requested further information regarding the composition of the rolling innovation panel.

Actions

Lynne Currie (through Simon McDougall) to provide SLT with information regarding the composition of the rolling innovation panel. Due date: 25/3/19

4. Directorate Business Plans – Strategic Policy Executive Directorate

Steve Wood, Jonathan Bamford and Amanda Williams presented the Strategic Policy Executive Directorate Business Plan.

Issue

Mike Fitzgerald highlighted the links between the knowledge management work and risk R37 ("That as GDPR increases the complexity and breadth of the advice we need to provide through customer contact, our service becomes less relevant and valuable to those who use it"). He explained that he would speak to Jonathan Bamford following the meeting to identify actions to mitigate this risk.

Actions

Mike Fitzgerald and Jonathan Bamford to identify actions to mitigate risk R37. Due date: 11/3/19

Issue

SLT noted the work being done by the executive directorate to map and quantify the internal demand for their services. SLT agreed that this could lead to significant benefits, both in prioritisation of work and in identifying potential duplication of expertise and development. Steve Wood highlighted the potential benefits of the stakeholder management pilot in this area.

5. Service Excellence workshops and pay progression training

Suzanne Gordon and Andrew Hubert provided a verbal update about Service Excellence workshops and pay progression training.

Issue

SLT discussed the preparation for pay progression assessments, which would take place in April. Paul Arnold highlighted the importance of agreement within directorates of what “fully competent in the role” looked like, to ensure consistency within directorates. SLT should ensure that these conversations begin within their directorates as soon as possible. These could then be discussed informally by SLT to assist in ensuring consistency.

Actions

James Moss to identify a “brown bag” lunch session for SLT to discuss progress with preparation for pay progression assessments. *Due date: 11/3/19*

6. Management Accounts

Issue

SLT discussed the importance of communication in ensuring that external legal costs remained in budget. However, there was always a potential for variance in relation to investigations, due to the inherent level of uncertainty.

7. Risk and opportunity register

Issue

Paul Arnold presented the corporate risk and opportunity register. He explained that he had recently received the first set of monthly corporate risk returns, as a result of which some of the risks within the corporate risk register would be reduced.

Mike Fitzgerald provided an update on work which had been completed to mitigate the risk in relation to the TPS contract.

Actions

Paul Arnold to provide Chris Braithwaite with updates to the corporate risk register. *Due date: 11/3/19*

8. SLT work programme

Issue

James Moss explained that a report on the restructure of legal services would be provided to SLT's next meeting.

Actions

James Moss to provide a report on the restructure of legal services to the next SLT meeting. Due date: 11/3/19

9. Any other business

Issue

Paul Arnold explained that, from the next SLT meeting onwards, director would record a short video of the key outcomes for the meeting. This would be presented on ICON. He requested a volunteer to present the first of these videos following SLT's next meeting.

Issue

Andrew Hubert explained that the proposals for accommodation would be circulated to the trade unions following this meeting and would be published on ICON later in the week.

Decision

Each SLT member will brief their directorate on the accommodation plans for their directorate, prior to the overall accommodation proposals being published on ICON.

Actions

Andrew Hubert to provide SLT with the final accommodation proposals following the meeting. Due date: 25/2/19

Each SLT member to brief their directorate on the accommodation plans for their directorate, prior to this being published on ICON. Due date: 26/2/19

Andrew Hubert to publish the overall accommodation plan on ICON. Due date: 27/2/19

10. Recruitment prioritisation (official sensitive)

Executive Directors left the meeting for this item. Andrew Hubert took the chair.

Issue

SLT considered proposals for the prioritisation of recruitment activities during 2019/20.

Decision

The prioritisation of posts between executive directorates is appropriate. However, each executive directorate will discuss exactly which posts to prioritise within their directorate, following the meeting.

Actions

Each Executive Directorate to provide Andrew Hubert with their recruitment prioritisation by Thursday, 28 February.

Due date: 28/2/19

Attendance

Members

Paul Arnold (Chair)	Deputy Chief Executive Officer (Executive Director – Corporate Strategy and Planning)
Jonathan Bamford	Director of Strategic Policy (Domestic)
Emma Bate	Director of Legal Services (Policy and Commercial)
Gill Bull	Director of FOI Complaints and Compliance
James Dipple-Johnstone	Deputy Commissioner (Executive Director - Operations)
Steve Eckersley	Director of Investigations and Intelligence
Mike Fitzgerald	Director of Digital, IT and Customer Services
Suzanne Gordon	Director of Data Protection Complaints and Compliance
Andrew Hubert	Director of Resources
Ian Hulme	Director of Regulatory Assurance
James Moss	Director of Legal Services (Regulatory Enforcement)
Steve Wood	Deputy Commissioner (Executive Director - Policy)

Attendees

Robert Parker	Head of Corporate Communications
Peter Brown	Acting Head of Technology Policy (for item 3)

Secretariat

Chris Braithwaite

Senior Corporate Governance Manager